

ADM-10.7

DD/S&T 4580-67

16 November 1967

MEMORANDUM FOR: Chairman, Contract Review Board

SUBJECT : Prior Notification of Contract Review  
Board Agenda

1. In the course of earlier Contract Review Board meetings it was apparent that potential confusion in Directorate positions on contract actions under review could be reduced or eliminated if the Directorate representative were informed of the agenda items pertaining to his Directorate in sufficient time prior to Board meetings so that any differences in Directorate views could be resolved prior to the review meeting. I specifically asked to be notified on pending S&T Directorate items about a month ago.

2. Although an S&T action was the sole item considered today, I was only informed that the board would meet. Will you please take whatever action is required to assure that I am informed of pending S&T items? A day's notice is sufficient, but if this notification could be given at the time the action is referred to the CRB staff for scheduling, etc., any additional time would be useful in arranging discussions with the S&T elements.

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Special Assistant to the  
DD/S&T

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